

MEMORANDUM FOR: Associate Deputy Director for Management
and Services

SUBJECT : Letter of Instruction

Jack:

During calendar year 1974 I will look to you to discharge the following responsibilities:

1. Except in those areas where I have reserved action and decision to myself, I will expect you to act in the capacity of a general Deputy. In this capacity you should ensure that our Office is so organized that all communications and matters under consideration first come to your attention before being referred to me. You are authorized, based on your judgment, to approve actions in my name and, conversely, to forward to my attention those matters the significance of which you believe demand my attention.

2. I will look to you to chair both the M Career Board and the MG Career Board. Further, I will expect you to exercise cognizance over the activities of the Career Management Office and keep me periodically posted on the operations of both Career Services.

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services